

Clubs in England and Wales - how to get CRB checks for members of your club

CRB certificates are obtained via an umbrella organisation that acts on behalf of the Criminal Records Bureau (CRB). The CRB check process is instigated when organisations ask individuals to fill in a form for a CRB check. The organisation then submits the application. Once applied for, searches are carried out by the CRB. These searches may disclose information about the applicant. The information disclosed does not necessarily have any relevance to the suitability of the applicant to work with under 18s.

The umbrella organisation that the BGA uses to obtain CRB certificates is Norfolk Council for Voluntary Youth Services (NCVYS) which is accredited by the Criminal Records Bureau.

The BGA has a written agreement in place with NCVYS which you should read. A copy is available on the BGA website www.gliding.co.uk/childprotection

Mike Tingley at NCVYS will guide you as you submit applications for CRB checks for you or your club members. The procedure should generally follow these steps.

1. Contact NCVYS by email or phone to explain what your club needs:

Mike Tingley

Norfolk Council for Voluntary Youth Services

Youth Work Development Unit

First Floor, Eastgate Place, Salhouse Road, Rackheath, Norwich, NR13 6LA

Tel: 01603 263209

Mobile: 07769 953 673

Email: info@norfolkcvys.org.uk

Website: www.norfolkcvys.org.uk

2. Mike will send you the appropriate forms, together with instructions on:
 - How to complete the forms and any use by date
 - The CRB Code of Practice; how your club should handle (and store) personal information; which address to supply for certificates to be sent to
 - The fees your club needs to pay, how they will be invoiced and when they will need to be paid
3. Once correctly completed application forms have been received by NCVYS, they will be processed, and the searches carried out by relevant Government agencies.
4. 2 Certificates will be sent – 1 to the applicant and 1 directly to the address you have supplied to NCVYS, *unless* the certificate contains a disclosure. In this case, NCVYS will inform the BGA Child Protection Lead who will assess the disclosure and, depending on the relevance to gliding / working with under 18s, will either:
 - a. If not relevant to a gliding setting, will advise the club as required, maintaining confidentiality as appropriate
 - b. If relevant to a gliding setting, will work with the club to fully assess any risk and assist with decisions on managing the resultant situation, maintaining confidentiality as appropriate
5. NCVYS will provide a list to the BGA Office of people at gliding clubs who have applied for CRB checks and who have received certificates. The information held by the BGA will not include any sensitive personal information, but will be limited to name & address, club, date and certificate number.

Costs

As of February 2010:

£12 admin fee for volunteers

£36 plus £12 admin fee for paid employees

Portability

So you have a CRB check for instructing at your club, but are asked to go and help instruct at a neighbouring club, do you need a new CRB check?

Technically, yes. As the method for applying for a CRB check involves applying via a specific gliding club, the CRB certificate applies to that specific role in that specific club only. However, gliding is a small sport, and more importantly, as a sport, we have a series of checks that cover instructors and their fitness to carry out gliding instruction. For anyone, whatever their age, proposing to fly with an instructor, this is probably their primary concern!

Therefore, the BGA takes the view that for a gliding instructor who has a current CRB certificate (or Disclosure Scotland and Access Northern Ireland certificate) that applies to their role as a gliding instructor, then that certificate applies to BGA gliding instruction anywhere in the UK.

We would advise that clubs inform the BGA, through the BGA Child Protection Lead, if a question arises in relation any individual and child protection issues. Support and advice is available for clubs who have queries or a situation relating to child protection issues.

The BGA also requests that clubs inform the BGA Office when an instructor resigns their membership at a club or joins a new club.

Who should be checked?

Please note: to establish if CRB checks are required, please consult the BGA's CRB flow chart.

Good practice says that anyone who works 'regularly' with a child under 18 should be CRB checked.

Q. What does 'regularly' mean?

A. Once a week or more; or 4+ times in any 30 day period; or overnight 2-6am

As a minimum, think about who in the club can (or is) building relationships of trust with young people – and not always in a flying role. This might include a winch instructor, the Treasurer with a young assistant or the parent that all the youngsters naturally turn to.

Many clubs ask all their instructors to have one – and most instructors are happy to do so, especially for the benefits that this may bring for the club. However, occasionally an individual may prefer not to – this may be for political reasons; very occasionally it is because they have a history that they do not wish to share with the gliding club. This history may or may not be relevant to gliding with young people. Tact is required, but you should discuss the benefits for the club and perhaps quietly give them an opportunity to tell you why (in confidence) they object to a check being carried out. Instructors are valuable and hard to find, so if they continue to decline, think twice before dispensing completely with their services. Instead ensure that they do not regularly fly with children, that they have read the 'Club's Child Protection Policy', and the supporting 'BGA Child Protection Policy and Procedures'.

What about after July 2010?

CRB checks will continue. The process will remain the same.

You may be aware that the Independent Safeguarding Authority (ISA) was due to open the 'Vetting and Barring Scheme' (VBS) on 26th July 2010.

HOWEVER, on 15th June 2010, the Home Secretary announced that the VBS is halted, pending review.

The BGA will brief gliding clubs as required, if in future there is a change to the way gliding clubs need to approach child protection.

For now, the BGA recognises gliding as a positive activity for young people and encourages all gliding clubs in the UK to demonstrate Child Protection Good Practice when providing gliding and club activities that young people join in with.